

TRIO

STUDENT SUPPORT SERVICES

A Federally Funded Program

Tutoring Job Description

Responsibilities

- Provide tutoring to MJC TRIO SSS students and help students to gain an understanding of course material
- Help on developing study techniques
- Work with the tutee to develop a tutoring plan that fits the student's individual needs
- Assist tutees in further developing and strengthening their learning skills to help them become confident, independent, and successful students.
- Prepare tutoring sessions to ensure the tutee's academic development
- Provide encouragement and academic support
- Assess the tutee's progress throughout tutoring sessions
- Participate in tutor training

Qualifications

- Successfully completed the course for which tutoring services are being provided with a grade of B or higher
- Demonstrate knowledge and competence in the subject matter
- Enjoy tutoring the subject for which services are being provided
- Be able to explain concepts to others effectively
- Effectively communicate study strategies to ensure academic success
- Work comfortably with people from diverse backgrounds
- Possess good organizational skills and complete paperwork in a timely manner
- Exhibit patience and positive attitudes in establishing an encouraging learning environment

Requirements to Apply

- Meet all tutor responsibilities and qualification aforementioned
- Have completed at least 12 units at MJC and at least one semester with TRIO SSS
- Be enrolled at least six (6) units in the spring or fall semester and three (3) units in the summer
- Have a 3.0 cumulative GPA. Please attach a non-official transcript.

***Training:** All tutors must enroll in a one-unit Tutor 100 hybrid class (approx. 18 hours of work)

Schedule: Flexible hours according to student's availability

Salary: \$15 per hour (Federal Work Study Students will have preference)

Submit application and resume:

MJC TRIO Student Support Services Office

Located: Morris Memorial Building 107, 435 College Avenue, Modesto, CA 95351

Email: fredericksenc@mjc.edu | Questions? (209) 575-6640



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Tutoring Agreement Form

NAME _____ W# _____
EMERGENCY CONTACT NAME: _____ PHONE: _____
RELATIONSHIP: _____

EDUCATION:

UNITS COMPLETED _____ UNITS CURRENTLY ENROLLED _____ OVERALL G.P.A. _____
COLLEGE MAJOR: _____ CAREER GOAL: _____
EXPECTED MJC GRADUATION SEMESTER & YEAR _____
ACHIEVEMENTS / AWARDS _____

HAVE YOU TUTOR BEFORE: YES NO Where: _____
ADDITIONAL RELATED EXPERIENCE: _____

Read and initial each of the following:

- _____ I understand that I can work a maximum of 20 hours per week, but that those hours are not guaranteed. Availability of hours is based on program needs, funding, and student demand for services.
- _____ I am aware that if hired, I will be required to participate in training sessions.
- _____ I agree to support and promote the rules and regulations of TRIO Student Support Services
- _____ I am aware that I am responsible for fingerprinting costs if offered a position in TRIO SSS

List the subjects that you wish to tutor (The minimum of a high "B" is required)

Course	Grade	Semester Taken

Applicant's Signature

Date





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Tutor Availability Schedule

Fall _____ Spring _____ Summer _____

Name _____ W# _____

Cell # _____ School E-mail: _____@student.yosemite.edu

How many units do you intend to enroll in for the semester you are applying for? _____

Mark an "X" at the times you are available to work

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30					
8:30 – 9:00					
9:00 – 9:30					
9:30 – 10:00					
10:00 – 10:30					
10:30 – 11:00					
11:00 – 11:30					
11:30 – 12:00					
12:00 – 12:30					
12:30 – 1:00					
1:00 – 1:30					
1:30 – 2:00					
2:00 – 2:30					
2:30 – 3:00					
3:00 – 3:30					
3:30 – 4:00					
4:00 – 4:30					
4:30 – 5:00					

Note: Work schedule hours may be subject to change; some hours may also be during the weekend.

Tutor position is subject to budget consideration and approval.

For Office Use Only		
Units Enrolled this semester: _____	GPA Checked by: _____	Date: _____
Invite for Interview: YES NO	Interview Date & Time: _____	
Hire: YES NO	Hold Application for Next Semester: YES NO	